

## Manager or Employee: Add Comments to an Expectation or Goal

The following steps guide you through the process to add comments to MassPerform expectations and/or goals. Comments can be added by both the manager and employee at any point throughout the performance review cycle, but are especially valuable as a way to memorialize feedback shared during MassPerform Check-in conversations. **All comments added are visible to both the employee and manager.**

**STEP 1.** Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID)



**STEP 2.** On the homepage, click the **MassPerform Expectations and Goals** box on the left.

MassPerform Expectations and Goals



**STEP 3. Managers,** to view the expectations you set for your employees, view the **Team Expectations & Goals** tab. Click the right arrow (for screen readers, “expand user goals” button) next to the name of the employee whose expectations you wish to add comments.

**Employees,** to view your expectations for you, view the “My Expectations & Goals” tab.

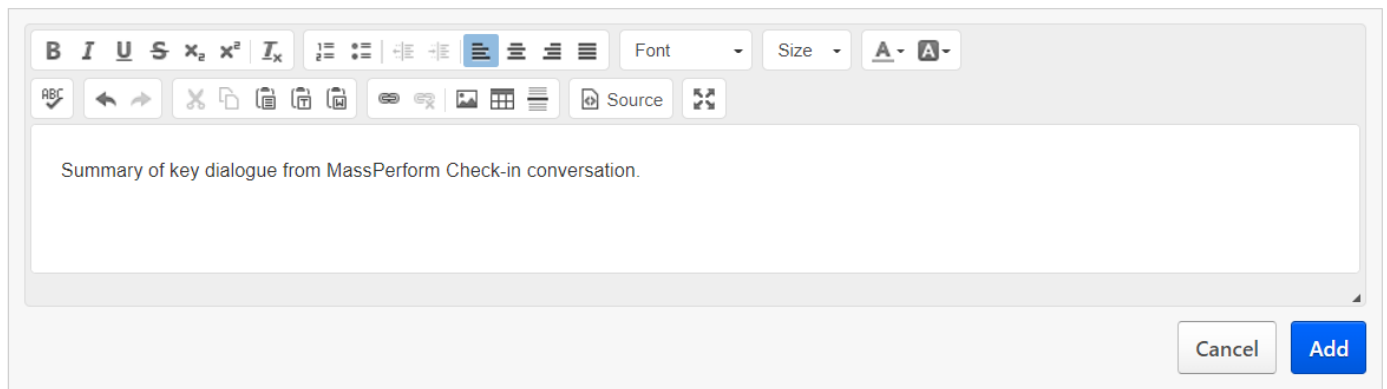
**STEP 4.** On the applicable expectation, click the right arrow (for screen readers, “expand” button).

29%	<b>Expectation 1</b> Status: On Track Due Date: 6/30/2022 Expectation Category: Diversity	
70%	<b>Expectation 2</b> Status: On Track Due Date: 6/30/2022 Expectation Category: Innovation	

**STEP 5.** From the expanded expectation, you can view the employee’s goals and progress. Scroll down and click the **Add Comment** button.

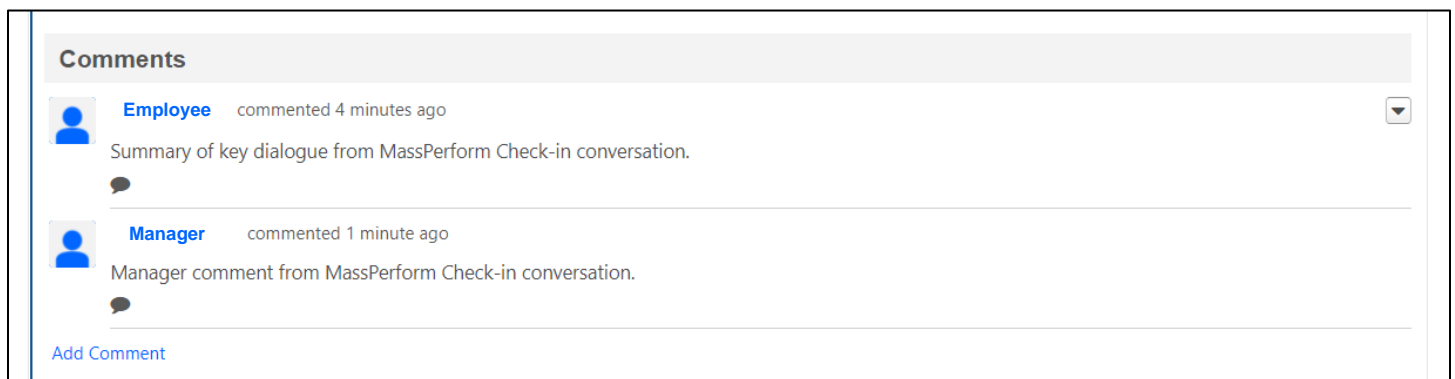
29%	<b>Expectation 1</b> Status: On Track Due Date: 6/30/2022 Expectation Category: Diversity	
<b>Description:</b> Start Date: 7/1/2021		
<b>Goals</b>		
	<b>Description:</b> Goal #1 for Expectation 1	<b>Target:</b> 100 %
<b>Start Date:</b> 7/1/2021	<b>Due Date:</b> 6/30/2022	<b>Actual:</b> 25
<b>Attachments</b>		
<b>Choose File</b>		
Upload up to 3 attachments. Maximum upload 1mb		
<b>Comments</b>		
<b>Add Comment</b>		

**STEP 6.** Use the text field that opens to enter comments, such as a summary of key discussion points or feedback exchanged during a MassPerform Check-in or comments about goal progress to date. When complete, click the **Add** button.



A screenshot of a comment editor interface. At the top is a rich text toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), text color (Tₓ), bulleted list, numbered list, decrease indent, increase indent, indent, outdent, font color, font size, background color, and text background color. Below the toolbar is a large text input area containing the placeholder text "Summary of key dialogue from MassPerform Check-in conversation." At the bottom right of the editor are two buttons: a grey "Cancel" button and a blue "Add" button.

**STEP 7.** Repeat as necessary to add comments to additional expectations.  
**Comments are viewable by both the manager and employee.**



A screenshot of a "Comments" section. The title "Comments" is in a grey header bar. Below it, there are two comment entries. The first entry is from an "Employee" (indicated by a blue person icon) and says "commented 4 minutes ago" followed by the text "Summary of key dialogue from MassPerform Check-in conversation." and a speech bubble icon. The second entry is from a "Manager" (indicated by a blue person icon) and says "commented 1 minute ago" followed by the text "Manager comment from MassPerform Check-in conversation." and a speech bubble icon. At the bottom left of the list is a blue link that says "Add Comment".